

26 April 1974

MEMORANDUM FOR THE RECORD

SUBJECT: MSAG Meeting of 23 April 1974

1. At the meeting of 23 April, Mr. Brownman covered the following points in the course of the extended discussions:

a. Publicizing MSAG He suggested that MSAG develop an organizational chart of all the principal MAG units in the Agency, with postage size pictures of the members. This might be put on the classified bulletin board. This could be a problem re the DDO, but the issue can be explored. MSAG has the action.

b. MSAG Office/Conference Room Mr. Brownman inquired about the location of MSAG, and the storage of files. It was pointed out that they have no permanent quarters and Mr. Brownman said that steps should be taken to contact the Director of Logistics with a view towards obtaining a room, safe, and secretary which will accommodate all the MSAG members for conferences. In this way, there would be a telephone number and a reception point for mail. Re the secretary, this would be a part-time responsibility with the purpose of collecting mail. [REDACTED] has the action - DD/M&S 74-1494.

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c. Notices and Regulations In the course of the discussions, it was mentioned that MSAG does not receive all notices and regulations, and it is therefore difficult to determine what specific items should be summarized for the classified bulletin board. Mr. Brownman suggested that arrangements be made to put MSAG on automatic distribution from RCS on all such items--after publication. He does not want them involved in the coordination process. [REDACTED] has the action with RCS - DD/M&S 74-1493).

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d. Book Bazaar There was a lot of discussion as to how this would work--everything from the honor system, to the donation of books for a charitable purpose such as the Christmas fund. In connection with more expensive books related to the Off-Campus Program, possibly arrangements could be made to exchange the names of various students in succeeding classes, so they can make their own arrangements. Some people currently use the "for sale" board. No firm decision on the action--between MSAG and [REDACTED] who expressed an interest.

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e. Excessive Computer Runs There was some general agreement that this was a problem, and the matter might be taken up with OJCS and/or Office Directors at the monthly meeting. OJCS does not want to "police" this, and it is a matter of getting the message out to senior people.

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f. Secretarial/Clerical Career Service There was reference to the [REDACTED] study, but this might have to be redone. There was some thought that a committee might be established to address the problem--with an inter-directorate survey--with emphasis on career development, and career counseling. Some thought was expressed that recent notices on a career service system have taken some of the push out of the old suggestion. [REDACTED] mentioned that the attitudinal survey will develop information on this issue.

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2. There was passing reference or comments on the following issues:

a. The name change focal point in OP.

b. Centralized Courier Service [REDACTED] 25X1A

c. New legislation affecting overtime

d. The value of MAG in the Agency--is it here to stay?

[REDACTED]

Executive Officer to the  
Deputy Director  
for Management and Services

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